

Section 508 Task Force

Minutes-DRAFT

August 12, 2009

Attendance

<u>Members</u> <ul style="list-style-type: none">• Dennis Papula• Gladys Poindexter*• Dan Perkins*• Michael Poindexter• Dan Lawless*	<u>Members</u> <ul style="list-style-type: none">• Terry Weaver• Luis Medina• Barbara Holzworth*• Mark Buchko*• Lorraine Cornish
<u>Committee Chairs</u> <ul style="list-style-type: none">• Quentis Scott	<u>Others</u> <ul style="list-style-type: none">• Alexandra Woodruff• Janine Chambers

*Teleconference

Decision Summary

Decision Taken	Record of Vote
Assemble small group to task with testing 508 compliance tools	Unanimous

Meeting Minutes

- I. Opening Actions
 - a. July Minutes Approved
 - b. Committee Reports
 - Janean Chambers, Detailee from Department of Health and Human Services will be joining us for 120 days.
 - Last TF meeting next will be in September but listserv remains available for communication when necessary. Also, the TF may reconvene if necessary in the future. TF subcommittees also remain in effect.
 - All members will receive a certificate of appreciation for participation in Section 508 Task Force. Please update address in Lotus Notes or send Quentis email with your address.
 - c. Report on Actions
 - Sent email yesterday to Dan, Dennis, and Mark about establishing a communication channel through the 508 Help Desk Mailbox. Comments would be entered via a form on Insite/GSA website where customers could send info on how to improve upon the 508 program in GSA. The form would route to cio508help.gsa.gov.
 - i. Concern about balancing anonymity with having enough information to remedy issues could be reduced through an optional contact information box with additional text such as "In order to better serve you, please provide your name, email and phone number." - TF agreed.
 - ii. Suggested testing with a small audience (Insite) before making accessible to all agencies. – TF suggested making link accessible via GSA.gov.
 - d. Open Discussion

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- Question from member regarding sending documents to 508 coordinators for remediation. – Quentis clarified that the purpose of the 508 support is to provide assistance with testing so users can remediate their own documents for 508 accessibility. They will also answer users' questions about software and documents remediation, but they are not staffed to be a source to submit documents for 508 compliance. Quentis reiterated that the goal is to equip people with knowledge and tools to make documents compliant. Even if fully staffed, want individuals to learn techniques.
 - i. Quentis stated that the coordinators were preparing for conducting webinars, social media videos, etc. for training purposes, but will not start training until certain softwares for making PPT and PDF are available in the agency.
- After discussion of the variety of 508 tools available, interested parties decided to assemble a small group to task with testing these tools: Virtual 508 (makes office documents accessible), Nuance 5 and Adobe Pro (for PDFs), and ACC Monitor as well as reviewing an educational product comparison site that looks at everything including web evaluation tools (WebAim). Mark Buchko is the lead on this task.

II. Decision Briefings

- a. 508 Exception Sub-Committee established as a community of practice with 6 members and currently missing representatives from FAS and OGP. (Note that CAO has combined with OGP). Would like to have a space, like core.gov, for purpose of holding discussions and posting exceptions only accessible to members of the sub-committee, but learning curve associated with tool. Quentis concerned about user participation in collaboration tools and suggested listserv option instead. She indicated that information on any exceptions would be reviewed by the committee and they would maintain a records retention process. Also, the form would either be signed by the contracting officer, or CIO, whichever appropriate. The exception form is now Form 508 in the forms.gov database and is an accessible form.
- b. Number of exemption requests expected to be few to none, but committee would provide recommendations to the approving official (CIO) for his/her approval/denial.

III. Information Briefings

- a. BPA Update
 - Contacted contracting officer this morning about moving forward with the BPA. It has passed legal and we expect the proposal to be on the street by the end of August.
- b. Posters
 - Contacted folks who coordinated delivery of posters in each region. Received updates from regions that posters have not been seen yet. Quentis asked members to check with the building manager in their region regarding the posters.

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- The posters are great. However, Janean concerned that they are not accessible to visually impaired, so would like to adapt frames to include Braille. Janean will assist the coordinators to work on this.
 - c. Directive/Handbook Phase 3
 - Phase 3 completed after committee reviewed and approved the policies within the directive and corresponding procedures with minor revisions. Will share with IEC and 508 Task Force prior to publishing by end of September 09. An electronic version will also be available online via insite.gsa.gov/508 under policies and procedures. TF Subcommittee on Policy and Procedures has worked hard to review this PP and are excited to get them published.
 - d. 508 Brochure
 - Have a nice brochure created by graphics dept, but suggest redesign of the colors. Quentis will obtain 100 copies of the brochure in Braille for events. The purpose is to distribute during events and trainings. Brochure will be posted online via insite.gsa.gov/508.
 - e. Planned training
 - Nuance PDF training today from 2-3 PM on Version 5 tool that agency purchased to make PDFs compliant.
 - Dan and Quentis Preparing for Step by Step Remediation of a Word Document on September 2. Workshop document will be posted on GSA Update either today or tomorrow.
 - f. Request for Exception document
 - Legal has approved document and was passed out to Task Force. The document is accessible through forms.gov
 - Designated official as final approving authority for form, contracting officer for procurement or chief information officer for others.
 - Established mailbox for 508exceptions@gsa.gov
- IV. Closing Actions
- a. Review of follow-up actions

Action Items

Number	Action Item	Name	Due Date
0908-01	Send Nuance 5 and Adobe Pro 9 comparison results to Quentis	Barbara Holzworth	8/19/2009
0908-02	Set-up initial meeting for Testing Tools Task Force	Mark Buchko	8/30/2009

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	for the first week of September (include Dan Lawless, Barbara Holzworth, Janine Chambers, Dan Perkins and Quentis Scott in email invite)		
0908-03	Collect prior recommendations on tools and present at task force meeting in September	Barbara Holzworth Mark Buchko	8/30/2009
0908-04	Forward 508 tools/resources document to Mark Buchko, Dan Lawless, and Barbara Holzworth	Quentis Scott	8/19/2009
0908-05	Recruit FAS and OGP representatives for 508 Exception Committee, possibly Michael Prowl from PBS	All members	TBD
0908-06	Contact region managers about the status of 508 posters	All members in regions	8/19/2009
0908-07	Add Braille to the frames for 508 posters	Quentis Scott	TBD
0908-08	Change colors of 508 brochure	Quentis Scott	TBD
0908-09	Logistics for upcoming training	Quentis Scott Dan Perkins	TBD